

# APPLICATION FOR EMPLOYMENT



HUMAN RESOURCES DEPARTMENT  
303 N. Beeline Hwy., Payson, AZ 85541  
(928) 474-5242 TDD (928) 474-6449  
www.paysonaz.gov

Prospective employees will receive consideration without discrimination because of race, creed, color, sex, age, national origin, disability, or veteran status. The Town of Payson is an Equal Opportunity/Reasonable Accommodation employer.

- ✓ Please fill out the Application in its entirety. Do not state “see resume” on application.
- ✓ Please attach resume to application as supplemental material (optional).
- ✓ Type or print in dark ink; **be sure to sign this application, unsigned applications will not be considered. Electronic or digital signatures are not accepted.**
- ✓ If any information on your application changes (including current employment), you are required to update such information.
- ✓ Application materials may be faxed to (928) 474-1151 to meet filing deadline; however, original applications must be received by the Human Resources Department immediately following the closing date.

Position for which you are applying: \_\_\_\_\_

1. Name: \_\_\_\_\_  
Last First Middle

Other Names used: \_\_\_\_\_

2. Date: \_\_\_\_\_ E-Mail Address: \_\_\_\_\_

3. Mailing Address: \_\_\_\_\_  
Street/P.O. Box City State Zip

4. Phone: (\_\_\_\_) \_\_\_\_\_ (\_\_\_\_) \_\_\_\_\_ (\_\_\_\_) \_\_\_\_\_  
Home Work Message

5. Driver License Number: \_\_\_\_\_ Class: \_\_\_\_\_ State: \_\_\_\_\_ Exp.: \_\_\_\_\_

6. Pay Expected: \_\_\_\_\_ Will you work overtime if asked?  Yes  No.

7. When will you be available to begin work? \_\_\_\_\_

8. Are you legally eligible for employment in the United States?  Yes  No.

9. Have you applied for employment with the Town within the last 6 months?  Yes  No.

If yes, for what position? \_\_\_\_\_

10. Please list special training, skills, knowledge or abilities you possess that pertain to this position:

11. Please list professional organizations and/or societies that you have membership in, which are applicable to job:

12. Have you ever been convicted of a felony?  Yes  No.

If yes, please give details to include dates, locations, etc.:

13. Have you ever been terminated, fired, or resigned under threat of involuntary termination?  Yes  No.

If yes, please give details:

14. Do you have any relatives currently working for the Town of Payson?  Yes  No.

If yes, please state their name, relationship to you, and position:

15. Please check the highest grade completed:  7 (or less),  8,  9,  10,  11,  12,  13,  14,  15,  16,  17,  18.

16. Did you graduate from high school?  Yes  No. If no, do you have a GED certificate?  Yes  No.

17. Are you presently attending high school?  Yes  No. If yes, are you attending  F/T  P/T.

18. Please fill out the following education information:

High School Attended	City	State

College Attended/Location	Degree Obtained. If No Degree Number of Earned Credits	Course of Study Degree Obtained	Month/Year
	<input type="checkbox"/> Yes or _____ credits		
	<input type="checkbox"/> Yes or _____ credits		
	<input type="checkbox"/> Yes or _____ credits		
	<input type="checkbox"/> Yes or _____ credits		

Trade or Business School	Course of Study	Type of Diploma Received

19. Please list professional registration, licenses, and certifications received. List dates obtained and expiration dates:

20. Please list computer software with which you are proficient:

21. List all languages which you speak fluently:

22. Have you separated from active duty under honorable conditions following more than (6) months of active duty service for a branch of the U.S. military?  Yes  No.

### EMPLOYMENT HISTORY

- ✓ In the boxes following, please indicate your experience in each position. Begin with your present or most recent position.
- ✓ Please provide a complete work history for the last 10 years. Be accurate and complete.
- ✓ Please provide full-time, part-time and volunteer work.
- ✓ Do not state "see resume" or similar notation.
- ✓ Attach a separate sheet of paper if needed, following the same format.

(State Month and Year)

Job Title: \_\_\_\_\_ Dates of Employment: From \_\_\_\_\_ To \_\_\_\_\_

Employer's Name: \_\_\_\_\_ Supervisor's Name: \_\_\_\_\_

Employer's Address: \_\_\_\_\_ Average Hours Worked per Week: \_\_\_\_\_

Telephone: (\_\_\_\_) \_\_\_\_\_

Starting Salary per Hour: \_\_\_\_\_ Ending Salary per Hour: \_\_\_\_\_

Description of Duties:

Reason for Leaving:

(State Month and Year)

Job Title: \_\_\_\_\_ Dates of Employment: From \_\_\_\_\_ To \_\_\_\_\_

Employer's Name: \_\_\_\_\_ Supervisor's Name: \_\_\_\_\_

Employer's Address: \_\_\_\_\_ Average Hours Worked per Week: \_\_\_\_\_

Telephone: (\_\_\_\_) \_\_\_\_\_

Starting Salary per Hour: \_\_\_\_\_ Ending Salary per Hour: \_\_\_\_\_

Description of Duties:

Reason for Leaving:

(State Month and Year)

Job Title: \_\_\_\_\_ Dates of Employment: From \_\_\_\_\_ To \_\_\_\_\_

Employer's Name: \_\_\_\_\_ Supervisor's Name: \_\_\_\_\_

Employer's Address: \_\_\_\_\_ Average Hours Worked per Week: \_\_\_\_\_

Telephone: (\_\_\_\_) \_\_\_\_\_

Starting Salary per Hour: \_\_\_\_\_ Ending Salary per Hour: \_\_\_\_\_

Description of Duties:

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Job Title: \_\_\_\_\_ Dates of Employment: From \_\_\_\_\_ To \_\_\_\_\_

Employer's Name: \_\_\_\_\_ Supervisor's Name: \_\_\_\_\_

Employer's Address: \_\_\_\_\_ Average Hours Worked per Week: \_\_\_\_\_

Telephone: (\_\_\_\_) \_\_\_\_\_

Starting Salary per Hour: \_\_\_\_\_ Ending Salary per Hour: \_\_\_\_\_

Description of Duties:

Reason for Leaving:

(State Month and Year)

Job Title: \_\_\_\_\_ Dates of Employment: From \_\_\_\_\_ To \_\_\_\_\_

Employer's Name: \_\_\_\_\_ Supervisor's Name: \_\_\_\_\_

Employer's Address: \_\_\_\_\_ Average Hours Worked per Week: \_\_\_\_\_

Telephone: (\_\_\_\_) \_\_\_\_\_

Starting Salary per Hour: \_\_\_\_\_ Ending Salary per Hour: \_\_\_\_\_

Description of Duties:

Reason for Leaving:

23. Please list employers you do not wish us to contact: \_\_\_\_\_

24. I certify that all statements made in this application are true and I agree and understand that any deliberate misstatements or omissions of material facts may, at the discretion of the Town, cause forfeiture on my part of all eligibility to any employment with the Town of Payson. I further understand that the Town of Payson may independently verify all information I have given on the application, to include verification of educational and employment records. In addition, I authorize any individual, company, organization or institution to release any and all information concerning statements made on this application, and I do hereby release all parties and individuals connected therewith from all liabilities for any damages whatsoever incurred in furnishing such information. I also understand that this application with all attachments may be considered a public record under Arizona State Law and therefore subject to release without notice.

I further understand that if I am employed, such employment does not create contractual obligations of continued employment. **Rather, I understand that the first 12-months of employment with the Town of Payson is “at-will,” which means that I may leave employment at any time for any reason or no reason, and the Town may terminate my employment, at any time, for any reason or no reason.** I further understand that no employee, agent or elected official of the Town has the authority to change this employment relationship by any oral promises or statements to the contrary.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

**NOTE: APPLICATIONS WITHOUT SIGNATURES WILL NOT BE CONSIDERED. ELECTRONIC OR DIGITAL SIGNATURES ARE NOT ACCEPTED.**